

Follow-Up Data Entry Instructions

On the eTIGER home page, in the menu to the left, there are four links related to Secondary Placement Data Reporting:

1. **Follow-up Entry** - under “Class/Course Rosters” to enter survey results
2. **Add Prior Concentrator** - under “Class/Course Rosters” to add a concentrator
3. **District Approval** – under “Utilities” to approve system follow-up data
4. **Follow-up Report** - under “Reports” to generate the Follow-up Report

Add a Concentrator (for prior concentrators only) to “Follow-up Entry” List

“Add Prior Concentrator” is applied only for those who became concentrators in the school year of 2002-2003 (as 9th graders) and 2003-2004 (as 10th graders) and did not take any CTE course in their senior year. To identify them, click “Follow-up Entry”, select report year of 2006-2007, and then click “Generate List”. If a concentrator is not included in the list, please check in the next three report years:

1. If the name is listed in one of next three years,
 - a. change the report year to “2006-2007” of the concentrator and save it;
 - b. generate the list of year “2006-2007”, find and click the name of the concentrator to change the grade as it should be;
 - c. after changed the grade, click “update concentrator” to save it.

This concentrator will be placed in the right report year with the correct grade.

2. If the name is not listed in any one of next three years, click “Add Prior Concentrator” under “Class/Course Rosters” to add the student.
 - a. At “Prior Year Concentrator to Follow-up” screen, enter the information for added concentrator. The following information is required:
 - i. District/School System
 - ii. Program Area and Area of Concentration (if applicable)
 - iii. School
 - iv. Report Year (2006-2007 as default)
 - v. Name
 - vi. Social Security Number (SSN)
 - vii. Gender
 - b. Fill in as much as possible of the rest of information of this concentrator.
 - c. Click “Add this Concentrator” at the bottom of the screen to save data.
 - d. If a “concentrator saved” message is returned at the bottom of the screen, the data is saved.
 - e. If an error message is returned, modify your entry and save data again.
 - f. Click “Follow-up Entry”, the concentrator just added will be included in the “2006-2007” report year list.

Enter Follow-up Survey Results

Be sure to verify the concentrator’s name and social security number before entering any survey results. You may click the name of a student to update his/her personal information.

1. Click “Follow-up Entry” under “Class/Course Rosters” to enter your survey results.

2. Click District/School System and select Report Year (2006-2007 as this year) then click “Generate List” to retrieve the list of concentrators (including prior years if there is any).
3. At your convenience, you may generate the concentrator list not only for the whole system, but also for specific options by selecting “School”, “Program Area”, or “Program Area of the selected School”.
4. Click the column of the following to enter the data:
 - a. Graduated
 - b. Post_Secondary
 - c. Military
 - d. Employed
 - e. Not_Placed
 - f. Not_Located
 - g. Other
 - h. TechPrep
5. Click “Exclude”, if you choose not to include this concentrator in the follow-up survey but do indicate the reason in the “Comments” column.
6. You may change the “Report Year” to another year if this concentrator was already reported in a previous year or will not graduate this year. (Do indicate the reason in “comments” column.) After saving the changes, select the “Report Year” (on the top of the screen) which you just changed to, the concentrator will be listed in this new “Report Year”.
7. Use “Comments” column to include any explanation of the data.
8. Be sure to click “Save Follow-up Data” frequently to avoid data loss. (There is a **20-minute** maximum idle period for eTIGER).

Edit Concentrator Information

1. While at the “Follow-up Entry” screen, you may click “Student Name” to open a concentrator’s personal information window to modify the data on the page but excluding District/School system, School, Program Area (and Area of Concentration), and Course taken.
2. Be sure to save the changed data.
3. Click “Follow-up Entry”, the information just modified will be displayed.

Approve System Follow-up Data

This is the last step of the follow-up survey reporting.

1. Click “District Approval” under “Utilities”.
2. At “District Approval” window, click “Approve Follow-up Correct” to approve the follow-up results. Your follow-up data are locked at eTIGER after approval.
3. If you need to modify follow-up data, remove the lock of data by clicking “Cancel Approved Follow-up Correct” at “District Approval”.
4. Be sure to approve your data again. Only the approved data will be included in the State School Report Card.

Generate Follow-up Report

1. Click “Follow-up Report” under “Reports” to generate the follow-up report.

2. You may select to exclude or not exclude the concentrators indicated in “Follow-up Entry” for your report.
3. The percentage of the following response will be calculated:
 - a. Graduated
 - b. Post_Secondary
 - c. Military
 - d. Employed
 - e. Not_Placed
 - f. Not_Located
 - g. Other
 - h. TechPrep
4. Survey Response Rate and 3S1Placement Core Indicator of the Perkins Report are included in the report.
5. You may save the follow-up report in HTM format and then open from Excel to manipulate the reported data.